

DPC TEAM SPIRIT AWARD (TSA)

An opportunity to nominate a TEAM for recognition

I am nominating my team. Do I include myself as a team member? Yes.

I am submitting a nomination package. Do I need to coordinate it through anyone before I send it to the AFPC/DPC Team Spirit Award email account? No, you do not need to coordinate the package prior to submission. HOWEVER, you must provide a courtesy copy or “cc” to each Division Chief who has team members being nominated in the same email. For example, if a team consisted of members from the following offices: DPCC, DPCMC, DPCXT, DPCS, DPCFI and FOG, then you would need to send a “cc” to the DPCC, DPCM, DPCX, DPCS, DPCF Division Chiefs and the Deputy Director (for the Front Office Group member or “FOG”).

Can a person win a Peer Award and a Team Spirit Award in the same quarter?

Yes, as long as the reason for nomination is not the same. Remember that Peer Awards are for individual actions and Team Spirit Awards are groups of individuals performing together to achieve a goal.

I missed the nomination deadline for last quarter. Can I nominate a team for a project that was accomplished during that cycle? No. The performance must be observed and reported during the award cycle for consideration.

The CPO at the base we service wants to recognize my team for an outstanding project or service provided. Can the CPO submit a nomination? Absolutely.

Team members must be assigned (at least on a temporary basis) to AFPC/DPC, but nominators can be from outside AFPC/DPC.

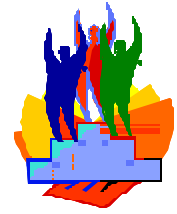
If my division/branch has a recognition program where a team is honored, does this mean the team cannot be nominated for a TSA? No, the TSA does not replace other award programs in DPC.

Two employees were assigned a project and worked together to complete it successfully. Would they be eligible to be nominated? Yes. DPC teams can be two or members.

I was a member of a team that won the TSA last quarter. Can I be nominated again the next cycle? Yes. A person could even be nominated on multiple teams during the same quarter if they are contributing members to each team.

I am a team lead, but I am not a manager or supervisor. Can I nominate my team?

Yes. Team leads and project leaders can nominate teams even though they are not managers, supervisors or assigned as leads in a division/branch.



A contractor is part of my team. Can he/she be nominated? Yes. All DPC staff, supervisory or non-supervisory, permanent or temporary, loaned employees and contractor personnel are eligible to be nominated as team members.

I want to nominate a team member who participated during the award cycle, but has left DPC at the end of the cycle. Can they be nominated? Yes. Unlike the Peer Award program where a person must be a DPC member at the team the award is presented, Team Awards may be presented to individual members no longer assigned to DPC.

How are TSA winners selected? The TSA Committee will select winner from information provided in nomination packages that describe how well the team performed and the team's achievement.

Who are the TSA Committee members? During FY04 (1-year appointment), the TSA Committee Members are:

Primary Members: Jamie Beattie, DPCC, Cynthia Campbell, DPCW, Tonya Spells, DPCFD, Patricia (Trish) Faggart, DPCS, Orlando Gonzales, DPCMC

Alternate Members: Robbie Brown, DPCC, Lynn Clark, DPCS, Linda Field, DPCFS, Cynthia (Cindy) Scantling, DPCW, Margarita (Margie) Warren, DPCXR

Where can I learn more about the program? <http://intraweb/dpc/> under Team Spirit Awards or contact the Team Spirit Awards Administrator, Deb Tapley via e-mail or phone at 565-2899 IC 4519.